

2009 CREATING GOVTRIP AUTHORIZATIONS AND VOUCHERS AFTER THE TRIP FOR EMERGENCY FIRE TRAVEL (L-48)

Revised 4/7/2009

There are two general steps for processing any government travel in the GOVTRIP system:

- 1) Create a Travel Authorization
 - Should be done after travel is complete for **emergency fire travel**.
 - Supervisor must digitally sign the travel authorization before voucher can be started.
 - May have to wait for up to 24 hours for authorization to clear.
- 2) Create a Travel Voucher
 - Most of this information will be imported from the travel authorization, so a review and signature may be all that is needed.
 - If receipts were not faxed in with the authorization, they can be faxed in during the voucher process. Remember to print a fax cover sheet, which can be found in the “Documentation/Receipts” section under the “Expenses” tab.

****ATTENTION**** **2009 Profile Update!**

All profiles must be updated for the 2009 season before processing travel.

- Complete general overview of your GovTrip profile and fill in any required blank fields.
- Enter new credit card numbers.
- Change point of contact to Administrative Services, phone # 907-356-5793.
- Check the “Vendor ID” and “Routing” fields and make sure they are populated. *If either of the fields are blank, call Administrative Services for assistance.*

Step 1: Travel Authorization:

For fire travel, it is easiest to create the travel authorization after travel is finished, as fire travel is hard (impossible) to pre-plan. All of your travel expenses/information can be input into the authorization, and will be automatically carried over into the voucher.

1. Go to the GovTrip website at www.govtrip.com. Go to the very top of the screen and click on “Change Edition”. Select Department of the Interior – Full GovTrip.
2. Log on using the green login button.
3. Click on “Official Travel” then “Authorizations/Orders”
4. Click on “Create New Authorization/Order.”
5. Complete Sections A, B, and C as to what you really did.
Section A Notes: For fire travel, the “Trip Type” will be trip by trip and the “Trip Purpose” will be emergency travel.

New for 2009: There are two instances where the Denver office would like to see documentation in the “*Trip Details*” box.

1. If any of your airline tickets were **NOT** paid for on your personal government charge card or purchased by an AFS Dispatch office (AICC, UYT, or Galena Zone), an explanation is required. In other words, the incident (or any agency other than your own) paid for your ticket. Example: “Return travel airline ticket was purchased by the incident.”
2. If you have no lodging expenses on any particular day, Denver wants to know why there is no charge to the government. Please document if you camped, stayed in barracks or a cabin, etc.

Section B Notes: Use the search location button to enter the town you were working in or the location of ICP for the incident. You must enter the location in the following format: City, State (two letter state abbreviations only) **OR** use the zip code from your lodging receipts.

Section C Notes: Unless you were reassigned to another fire or moved to another location, click no.

6. When you tell the computer that you have no further places to go, another screen will pop up.
7. You will get section “C” again to show your ending point. Most likely you will need to select duty station as your ending location.
8. In Section D, go straight to Save and Proceed – **DO NOT CLICK ON AIR TRAVEL, LODGING, CAR RENTAL, OR RAIL.**

Next you will see your trip summary thus far. Check it over and make sure the dates and locations are correct. If not, click on the edit button to the right of the desired leg or portion of your trip and make corrections.

To enter your flight itineraries, go into the **Travel** tab (in light blue) and then click on “*Other Trans*” (shown below in darker blue).

- A. Choose the “Type” for your travel to the assignment.
 - a. Select *Airfare Corporate (GOVCC-C)* if UYT, AICC, or Galena dispatch booked your travel to the assignment.
 - b. Select *Airfare (Non-reimbursable)* if you used your personal government travel card or your travel was booked by the incident’s dispatch center (mostly used for return travel).
- B. If you flew, put in your ticket number.
 - a. You can find your ticket number on your invoice.....**OR**....
 - b. If you have misplaced your invoice, refer to your home dispatch office.
- C. Put in the ticket price in the “Ticket Value” block.
 - a. Do not include the TMC service fee in the ticket value!!
 - b. You can find the ticket value (for tickets booked through an AFS dispatch office) just below the reservation code on your itinerary or on your invoice.
- D. Put in the “Issue Date” of when your ticket was purchased (not required).
- E. Put in the “Ticket Date” of when you were scheduled to depart.
- F. If an AFS dispatch office booked your flight, click on the “CBA Account” code, and mark the one that shows ***AFS Mgrs Ofc***. If you purchased your own ticket or the fire’s dispatch center booked your ticket (generally for return travel only), do not select “CBA Account.”

- G. Save your itinerary.
- H. Click on “Create a New Ticketed Transportation Entry” to enter your return travel.
 - a. Remember to select the appropriate “Type” as it will probably be different from your out-going trip (refer to step A-a above).
 - b. If you do not know the ticket number for your return travel, leave the default (See attached Ticket 1) in the ticket number block. Write Ticket 1 on the top of your itinerary and set it aside. (You will need to fax it in under Documentation/Receipts later).
 - c. **Do Not** enter a ticket value for tickets purchased by the fire/incident. *Remember to document in “Trip Details” that no charges were incurred for return travel because it was paid for by the fire/incident (if applicable).*
 - d. Click “Save” when you are finished.

After completing your itinerary, click on the **Expenses** tab and claim any expenses you incurred (most likely under the “Non-mileage” tab). If either of your flights were booked through any AFS dispatch office or on your charge card, you will need to claim a TMC fee (\$28.25). (Hint: If both flights were charged to either your government charge card or booked by an AFS dispatch, you need to claim 2 TMC fees.) This would also be where you enter any excess baggage fees, hotel taxes, etc.

A few things to remember about claiming expenses:

- **Never** claim your airline tickets under the expenses tab.
- Don’t forget to select the correct “Method of Reimbursement”. Here are some hints:
 - GOVCC (your personal government credit card): Anything that was charged to your card.
 - Reimbursable: Something you paid cash for (Ex: laundry, taxi).
 - GOVCC-C (corporate card): TMC fees

While in the **Expenses** screen, be sure to go into the “Documentation/Receipts” tab and print the fax cover sheet. You need to fax in the actual lodging memo signed by the state director (only needed if you exceed your lodging per diem rate), authorization for a rental car that was other than a compact, **AND** copies of your flight itineraries and invoice. These are the only things you need to attach to this Authorization. You can attach everything else in the voucher process. **However**, just to simplify the process, we recommend faxing in everything you have while creating your Authorization. Remember to check the “Documentation/Receipts” tab 5-10 minutes after you faxed your documentation to make sure they are **READABLE** (especially excess baggage receipts). We also recommend checking your fax machine for confirmation your fax was indeed sent and stapling it to your authorization/voucher packet.

The following receipts are **required** (if applicable):

- Transportation (flight itineraries/invoices, ferry, rail, etc.). *Note: You must submit an invoice for tickets purchased on your gov charge card or by your dispatch office.*
- Lodging – itemized receipts
- Actual lodging memo (This is needed if your lodging exceeds the per diem rate. The justification needs to be signed by Vince Galterio. Send it to him via fax, 907-271-4595.)
- Rental car
- Rental car justification (if rented car other than a compact)
- Rental car gasoline
- TDY receipts (taxi, shuttle, airport parking, etc.)
- Other expenses over \$75

Optional but preferred:

- Boarding passes for outgoing and incoming travel.

After faxing your documentation, go into the **Additional Options** tab and then into “Per Diem Entitlements”.

The Per Diem Entitlements tab is where you will edit each day’s information.

- a. If you had lodging, put in your exact hotel lodging – not with the taxes, just the hotel rate.

***Remember, if you did not have any lodging charges, please comment as to why in the “**Trip Details**” field. You can access “Trip Details” by clicking “Edit” under “Location 1” in the “Trip Summary” box on the right hand side of the screen.*

- b. If your hotel was over the lodging per diem rate, you will need to have the “Actual Lodging Memo” attached to this authorization.
- c. If you were in a fire camp, all you will be entitled to is the \$3 per day camp rate.
 - (1) Click on “Edit”, go to “Meals Furnished” and click on each one. That will give you the \$3/day. (Make sure you only click on the meals that were provided on your travel days so you get ¾ per diem minus the meals provided.)
 - (2) You can apply this information for a range of dates (so you don’t have to click all your meals provided 14 times) by scrolling to the top of the screen and entering your last full day in camp in the “Values Apply Through” field.
 - (3) If you don’t get the \$3/day and it shows up as another figure, you will have to undo all of that, go back in, see what the M&IE is allowed for there, and click on “Actuals” to show “0” for all three meals, but “\$3” in the incidentals.
- d. If you used leave before returning home, make sure you check the “Leave” box while you are in edit mode for that particular day.

Next, go to the **Accounting** tab and select 09 Charge Code in the “Organization Accounting Codes” drop down box. You will then be prompted to enter your charge code structure for the assignment.

FUND: Do not enter anything in the fund field.

FUNCTIONAL AREA: Enter the appropriate 16 character FBMS Functional Area account code. *Example:* LF20000SP.HU0000 (fire suppression).

COST CENTER: Enter the appropriate 10 character FBMS Cost Center cost code. *Example:* LLAK9F1800 (Tanana Zone).

WBS: Enter the appropriate Work Breakdown Structure. **DO NOT** include periods. *Example:* **LFSP**__ __ **0000** (__ __ __ = Fire Code).

ORDER: Do not enter anything in the order field.

From the “lessons learned department,” do not enter more than one cost structure in you Authorization. You can enter multiple charge codes when you create your Voucher. (If you used multiple charge codes on your assignment, refer to Administrative Services for assistance if needed.)

Once all that is completed, go to the **Review/Sign** tab and complete that section. Since you are creating your authorization after the fact, leave the “Advanced Ticketing Date” at default (the current date). Scroll down and click on “Proceed to Pre-audit”. Any errors will be red flagged. Make any corrections if necessary. Click on “Proceed to Digital Signature”. Make sure it says “signed” in the “Submit this document as” drop-down box. Click on “Submit Completed Document”. Finally, click on “Save and Continue”. After you digitally sign the Authorization, go back in and print a copy for your records (follow the directions below)**. **Administrative Services no longer requires a copy of your travel packet (authorization, voucher, and receipts).**

****Before you print authorization, click on “Traveler Set Up” (on the first screen you see when you log in). Then go to “Form Preferences” and click on the “Default” radial button everywhere it is an option (a total of 4 times). Scroll down and click “Save Form Defaults”. You should only have to do process once.****

Remember to check back in GovTrip the next day to see if your authorization passed. Once your authorization status states “AUTH 24 HOUR PASSED”, you may begin creating your voucher.

Step 2: Travel Voucher:

- 1) Login to GovTrip. From the GovTrip Welcome Page, select “Vouchers” from the Official Travel drop down list.
- 2) Click on the “Create New Voucher from Authorization/Order” link. Click on “Final” to process your voucher.
- 3) All of the information you entered in your authorization was used to create your voucher. Now is the time to double check your work, *add any additional charge codes* (refer to Administrative Services for assistance if needed), and fax in any additional receipts that were not faxed in with your authorization. Go through each tab you used to create your authorization and make sure you did not miss anything. After you have checked through your voucher, proceed to the “Review/Sign” tab and complete that process as described above.
- 4) Print a copy for your records.

Additional References:

- 1) GovTrip Manual (http://afshome/content/internal/travel/govtrip_manual.pdf)
- 2) IB GovTrip Fire TDY Guidance_FAQs_Att1
(http://afshome/content/internal/travel/IB%20GovTrip%20Fire%20TDY%20Guidance_FAQs_Att1.pdf)
- 3) GovTrip Website (<http://www.govtrip.com/govtrip/site/index.jsp>)